



**CITY OF SAINT PAUL  
DEPARTMENT OF SAFETY AND INSPECTIONS - DSI  
DIVISION OF ENVIRONMENTAL HEALTH**

**THE FOLLOWING ITEMS ARE REQUIRED FOR ENVIRONMENTAL HEALTH PLAN REVIEW**

**Allow at least 30 working days for plan review approval.** Please send plans certified mail or equivalent if you need assurance they were received. Plans must be approved before constructing, enlarging, altering, or converting any building for use as a food establishment.

Please submit the following information for Environmental Health plan approval:

- ☐ One set of plans (drawn to scale) including site, building, floor, plumbing, and mechanical schematics. Seating capacity and square footage must be indicated.
- ☐ Room and/or area finish schedules for walls, ceilings, floors and floor base.
- ☐ An equipment layout plan including complete equipment identification corresponding to an equipment list.
- ☐ One complete set of elevations and shop drawings for all custom equipment, counters and cabinetry by an NSF-listed fabricator.
- ☐ One complete set of equipment specifications indicating manufacturer and model number. All food service equipment shall be listed by either NSF International (NSF), Edison Testing Laboratories (ETL), Canadian Standards Association (CSA) as meeting applicable NSF International standards for sanitation. Food service equipment listed by Underwriters Laboratory (UL) is also approved as meeting NSF International Standards 2, 3, 4, 5, 6, 7, 8, 12, 13, 18, 20, 25, 26, 29, 35, 51, 59 and C-2.
- ☐ Used equipment must be evaluated and approved by the plan reviewer prior to installation.
- ☐ A proposed menu or statement of food activities.

The proposed construction or remodeling shall conform to the Minnesota Food Code.

If any changes are proposed after this Department approves the plans, written changes or additional plans may be required in writing to receive approval.

Provide a minimum of **14 days notice** to the environmental health specialist prior to the opening date. All license applications and Environmental Plan Review fees must be submitted before the opening inspection. You may not operate until applications and fees are submitted and final approval is given. The applicant must obtain all necessary plan reviews, permits and licenses for the establishment.

Please call Brian at 651-266-9134 or Kim at 651-266-9127 with any questions concerning Environmental Health Plan review submission.

**Please contact the ZONING SECTION (651)266-9008, BUILDING INSPECTION (651)266-9007 and CERTIFICATE of OCCUPANCY (651)228-6230 for any other city zoning, fire, plumbing, ventilation, electrical or construction requirements.**